



Range: 23
Non-Exempt
Date: June 4, 2002

COURT CLERK

DEFINITION

To perform the clerical functions necessary to maintain the Magistrate Court and to assist the Magistrate in the Magistrate Court as provided by State Statute.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Magistrate.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES *Important responsibilities and duties may include, but are not limited to, the following:*

Disburse funds, receive, record and issue receipts for fees, bail, and fines; prepare bank deposits, balance bank statements, and fiscal reports.

Assist in preparation of all reports required by the constitution and the laws of the State, City Code and ordinances of the City.

Prepare a variety of legal documents including warrants, court judgments, convictions, trial notices, subpoenas, and bond releases.

Respond to requests for information regarding court processes, procedures, and regulations to litigants, attorneys, the staff of other agencies, and members of the general public.

Compile and prepare case files, records, and supporting documents for court action; review case files and materials for completeness prior to court proceedings; file and docket pleadings in court files.

Act as jury commissioner, preparing jury summons, ensuring adequate number of jurors for trials, preparing fiscal reports and payment transmittals for jurors.

Swear in juries, witnesses and proceeding participants.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES (continued)

Perform court room duties; record proceedings including parties of the case, witness testimony, court actions and motions made; receive and maintain exhibits entered into court as evidence; prepare minute entries.

Receive and process a variety of legal documents reviewing them for completeness, time-lines and compliance with legal mandates.

Prepare and maintain court dockets and calendars.

Maintain statistical records and prepare operational reports.

Act as a receptionist, answer the telephone; act as secretary to the Magistrate processing all correspondence.

Order, receive and organize office materials and supplies.

Perform related duties and responsibilities as required.

Assume responsibility for office management in the absence of the Magistrate.

Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

QUALIFICATIONS

Knowledge of:

Accepted accounting procedures and principles.

Statistical recording.

Legal terminology and procedures.

Modern office procedures, methods and computer equipment.

Ability to:

Control cash, logging, tracking, depositing and fund breakdown of payments; disbursement of funds to City, County, and State Treasurer.

Record and report statistical information to Arizona Supreme Court and City.

Prepare a variety of legal documents.

Act as Jury Commissioner.

Perform courtroom duties.

Ability to (continued):

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Prepare and maintain dockets and calendars.

Operate modern office equipment including a computer.

Assist public with court business.

Assist Magistrate in all phases of court business.

Periodically carry boxes of records to and from storage units, both on and off the premise.

Operate a City motor vehicle.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years accounting/bookkeeping experience.

Public relation skills.

Legal terminology.

Two years of responsible clerical experience.

Training:

Equivalent to completion of the twelfth grade and additional specialized court or legal training.